

Moreno Valley College

STUDENT EMPLOYEE TIMESHEET PROCEDURES

Student employee timesheets require accuracy in all areas. It is necessary that the student employee complete the required areas prior to obtaining their supervisor's signature.

1. Supervisors should keep a daily "sign in" that tracks time in and out with supervisor's and student's initials, day and total hours worked and student information (name and id, etc). Transfer data to a final timesheet.*NOTE: Please use the electronic version to type up final timesheets and print for signature EACH month. This will help ensure accuracy.
2. Supervisors should keep the daily log and a copy of the final timesheet in a file for the department's records.
3. Supervisors should verify the timesheet is accurate before signing and submitting. Signing a timesheet confirms that you have verified all information is accurate and the timesheet becomes a legal document of time worked by the student. To verify accuracy, check the following fields for complete information:
 - Name: Last and first name should be same as Social Security Card.
 - Last four digits of the Social Security Number.
 - Correct department/college: Example is Tutorial Services/MVC or Student Services/MVC.
 - Job Title: You will find this on the Position Request form.
 - Ensure the Student Employee box is checked for Type of Employee.
 - Enter the start and end of the Month and year for the current pay period (i.e. January 1 to January 31).
 - Total the hours worked (**no white out or pencil**. If a correction is made, both student AND supervisor must initial next to the changes).
 - If hours fall on a weekend date, the supervisor must initial next to that day for verification and approval.
 - Ensure no hours are listed for *holidays* or *college site closure* day(students may not work during these times).
 - Signature dates for both student and supervisor should be on or AFTER the last day worked.
 - Dates of work should not be BEFORE written/approved hire date.
 - Should not have more than 8 hours worked in one day
 - Should not work more than 20 hours a week (*unless pre-approved by Student Employment*).
 - Supervisor should verify correct Budget Code(S)
 - SICK pay should be recorded on the timesheet as "sick day" on the date of the absence and a Sick Day form should be attached to the timesheet. (*See AB1522 for new sick leave law).
4. Timesheets need to be turned into Student Employment before closing on the due date (see student employee payroll calendar for due dates or assume timesheets are due at the end of day on the last day of every month.) Late timesheets will be paid on the following month. A **faxed** or emailed copy of the timesheets will be considered on-time if the fax or email is received on due date. Supervisors **must immediately mail the original timesheet*** to the Student Employment Office.

***Warning: Payroll must receive the original timesheet with original signatures on timesheets sent via the fax machine at least one week prior to payday. Any delays in this process will result in a delay of payment. Please mail original timesheet immediately to:**

*Moreno Valley College
Student Employment Office
16130Lasselle Street
Moreno Valley, CA 92551
PH: (951) 571-6252
FAX: (951)571-6269*